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September 10, 2007

RE: Long Term Care Study Direct Care Staffing Survey

Dear Nursing Home Administrator:

As you may be aware, Abt Associates is in the process of conducting a Long Term Care Study in South Dakota as a result of House Bill 1156 from the 2006 Legislative session. The level of health-care workforce is a key element of the study. We appreciate your assistance in responding to the attached survey needed to gather necessary data relative to workforce levels.

Please complete the short survey form and return to my attention no later than **September 20, 2007**. We apologize for the short turn around time, but we need to obtain this data in order to complete the workforce availability portion of the study so it can be included in the final report due in November.

The preferred method of response is to submit the survey electronically by downloading the survey form from our website at <http://dss.sd.gov/financeoffice/reimbursementaudits/index.asp> and then returning the form via email to [Greg.Evans@state.sd.us](mailto:Greg.Evans@state.sd.us). If you are unable to submit the form electronically, please mail a paper copy to my attention at the address above.

**Instructions:**

- The Number of FTE Budgeted column on the form is used to report the number of direct care staff FTE your facility included in your budget for the cost reporting periods 2006, 2005, and 2004.
- The Actual Number of FTE column is used to report the average number of FTE your facility had at each direct care position for each of the cost reporting periods.
- The Turnover Percentage column is used to report the percentage of turnover at each direct care position for each of the periods, please include an explanation of how you computed your turnover percentage.
- Please complete the questions at the bottom of the survey form regarding budgeted positions, travel distances, and challenges with filling specific positions.

If you have questions please feel free to contact myself or Greg Evans at 605-773-3643.

Sincerely,

Pamela Ondricek  
Assistant Administrator

Enclosure: LTC Direct Care Staff Survey